



St Bartholomew's Nursery Class



Getting it Right for Every Child

Accident and Incident Policy

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Accident and Incident Policy

To maintain safety within St Bartholomew's Nursery Class, and to ensure children receive the best possible care, as in line with Article 24 of the UNCRC, staff will adhere to the following protocols:

Procedures for Accidents

In general, an accident is an unplanned, unexpected and unintentional event which occurs suddenly and causes injury or loss, a decrease in value of resources or an increase in liabilities.

First Aid Boxes are available in the Nursery, are fully stocked and checked regularly.

Portable First Aid Kits are also available and are used on local walks and outings.

All accidents no matter how minor, even if no wound shows, will be recorded on an accident report. Parents are asked to sign the report when collecting their child to acknowledge that they have been told about the accident.

The accident form will record the following information:

- Child's name
- Date of accident
- Circumstances of accident
- Extent of injuries
- What first aid was administered by staff
- Which member of the staff dealt with the accident
- Signature of the parent acknowledging that they have been told about the accident
- Follow up information of any consequences resulting from accident

Head Injuries

Children who experience head injuries, such as bumps, will always be seen by a named first aider and initial first aid administered. The nursery lead will be informed and parents/carers will be notified of any head injuries immediately.

All head bumps will be recorded using an accident report and the member of staff overseeing the injury is responsible for completing this.

Minor Cuts and Sprains

Children presenting with scratches, scrapes and minor cuts will be inspected, and wounds will be cleaned thoroughly.

Sprains will be inspected by a named first aider.

All cuts and sprains will be recorded, accident report completed, and signed by the staff member overseeing the injury and the collecting parent/carer.

If the accident is serious enough that the staff feel further medical help is required urgently, An ambulance will be called and the child will be taken to the nearest Accident and Emergency department. Staff will accompany the child and take the child's records which will contain the details of the child's doctor and any allergies that they may have. Parents will be contacted immediately so that they can join the child and staff at the hospital. The nursery team and a member of the management team will be made aware of any serious injuries and will act accordingly.

Procedures for Incidents

An incident is defined as a minor conflict, disturbance or negative behaviour between children that results in physical / emotional harm or negative consequence.

Confidentiality must be respected at all times with information recorded accurately and without bias.

A separate incident form will be written for each individual child involved, no other child's name should appear on the incident sheet and other children should be referred to in a generic way.

The incident paperwork will record the following information.

- Child's name
- Date of incident
- Circumstances of incident
- Extent of any resulting injuries
- What first aid was administered by staff
- Which member of staff dealt with the incident
- Signature of the parent/Carer acknowledging that they have been told about the incident.
- Follow up information of any actions required following the incident.

Both accident and incident folders are kept in the nursery office, and not in public view

Note: - If you are required to seek further medical attention by a medical professional following an accident/incident then please also be aware that we will have a duty to notify the Care Inspectorate.

UNCRC Links

Article 2: All children have these rights, no matter who they are, where they live, what their parents do, what language they speak, what their religion is, whether they are a boy or girl, what their culture is, whether they have a disability, whether they are rich or poor. No child should be treated unfairly on any basis.

Article 3: All adults should do what is best for you. When adults make decisions, they should think about how their decisions will affect children.

Article 19: You have the right to be protected from being hurt and mistreated, in body or mind.

Article 24: You have the right to the best health care possible, safe water to drink, nutritious food, a clean and safe environment, and information to help you stay well.

Article 27: You have the right to food, clothing, a safe place to live and to have your basic needs met. You should not be disadvantaged so that you can't do many of the things other kids can do.

Article 39: You have the right to help if you've been hurt, neglected or badly treated.

